

How to Resolve a Missing U.S. Citizenship AI Letter

If an applicant receives an Awaiting Information (AI) letter from the National Maritime Center (NMC) indicating that proof of U.S. citizenship information is missing (which should come from the Transportation Security Administration [TSA] to the Coast Guard via the Transportation Worker Identification Card [TWIC] application), please provide an original of one of the following items to the NMC by fax, mail, or e-mail:

- 1) Certified copy of a birth certificate, issued by a state, county, municipality, or outlying possession of the U.S. bearing an official seal
- 2) U.S. passport (expired or unexpired)
- 3) Certificate of Citizenship issued by U.S. Citizenship and Immigration Services or the Immigration and Naturalization Service
- 4) Certificate of Naturalization issued by U.S. Citizenship and Immigration Services or the Immigration and Naturalization Service
- 5) Merchant mariner's document issued by the U.S. Coast Guard after February 3, 2003, that shows that the holder is a citizen of the United States.

After proof of citizenship has been accepted at the NMC, the Merchant Mariner Credential application will be forwarded for further processing.

Please do not contact NMC for TWIC issues. The NMC does not determine TWIC eligibility or issue TWICs. The TSA is the agency controlling TWIC eligibility and issuance.

The Coast Guard allows up to 90 days from the date of the AI letter for the required documentation to be submitted. After 90 days the application will be closed and the \$45 issuance fee will be refunded.